

INTRODUCTION TO FINAL DRAFT OF ADMINISTRATIVE PROCEDURES FOR ELECTRONIC CASE FILING IN THE SOUTHERN DISTRICT OF OHIO

On March 22, 2002, the United States Bankruptcy Court for the Southern District of Ohio created a Case Management/Electronic Case Filing (CM/ECF) sub-committee. The members of the CM/ECF subcommittee are Judge Thomas F. Waldron, co-chair, John F. Cannizarro, co-chair, Eric W. Goering, attorney member, Thomas R. Noland, attorney member, John Paul Rieser, attorney member, John Schuh, attorney member, Carol G. Stebbins, attorney member and Michael D. Webb, Clerk. The sub-committee also received assistance from attorney George Leicht, CM/ECF project manager Ronald Ammon, and Information Technology Director Derrick Bolen. Since the date of its appointment, the sub-committee reviewed thousands of pages of written material, consisting initially of the National Model Local Bankruptcy Court Rules for Electronic Case Filing approved by the Judicial Conference in September, 2001, and then conducted an in-depth consideration of the current versions of ECF Rules and Administrative Procedures adopted in 15 other bankruptcy courts successfully operating ECF, particularly adjoining districts where full implementation of ECF had taken place, such as the Western District of Kentucky and the Western District of Pennsylvania. Members of the sub-committee also spoke with judges, clerks and attorneys in these courts. The sub-committee held multiple phone, video and in-person meetings and drafted, reviewed and modified extensive drafts of proposed Administrative Procedures. The sub-committee recommends this Final Draft of Administrative Procedures for Electronic Case Filing in the Southern District of Ohio for public comment and determination by the Bankruptcy Judges.

The Court notes that in October, 2003, test ECF training will begin with a limited group of attorney offices and regular ECF training will begin for all attorney offices in January, 2004 in preparation for full ECF implementation in July, 2004. The Court, in addition to specific ECF attorney office training, will also provide a User Manual and institute a Help Desk for further assistance.

The Court invites comments on this Final Draft recognizing, unlike Local Rules, with which there is more experience, these Administrative Procedures contain new concepts and terms, not yet fully familiar. The Court notes that there are a variety of websites which offer computer-based training modules to acquaint prospective users with electronic case filing (e.g., <http://pacer.psc.uscourts.gov>). The Court particularly invites comments from individuals familiar with electronic filing in other courts. **All comments, by email, fax or regular mail, must be received not later than August 11, 2003, addressed to:**

EMAIL: michael_webb@ohsb.uscourts.gov

FAX: (937) 225-2954

**Michael D. Webb, Clerk
United States Bankruptcy Court
120 West Third Street
Dayton, OH 45402-1819**

— PROPOSED —

**Southern District of Ohio
Administrative Procedures
for Electronic Case Filing**

**United States Bankruptcy Court
for the Southern District of Ohio**

To Become Effective (if adopted): January 1, 2004

PUBLIC COMMENT DRAFT

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ECF PROCEDURE 1 SCOPE OF ELECTRONIC FILING

(a) **Short Title.** The Southern District of Ohio Administrative Procedures for Electronic Case Filing may be abbreviated as the “Procedures” or, individually, as “ECF Procedure ____” and are available in their current version on the court’s website: www.ohsb.uscourts.gov.

(b) **Explanation of Certain Terms.** These Procedures use the term “**Electronic Case Filing System (ECF)**” to refer to the Court’s system that receives documents filed in electronic form. Paper filing is referred to as “**Conventional Filing.**” The term “**Filer**” refers to any entity, with an approved login and password, registered to use the ECF system under ECF Procedure 2(a). The term “**User**” refers to any entity, with an approved login and limited password, registered for restricted use of the ECF system under ECF Procedure 2(b).

(c) **Electronic Filing Effective Dates.** Beginning January 1, 2004, the court will accept for Electronic Case Filing all documents filed in compliance with these Procedures, except proofs of claim which shall continue to be filed conventionally. Effective July 1, 2004, all pending cases and all cases filed thereafter are assigned to ECF, and the court will accept only documents filed in compliance with these Procedures, unless an entity, upon motion, obtains a specific order authorizing the particular filing, except that proofs of claim may be filed conventionally.

(d) **Conventional Filing Authorized.** The following documents shall be filed conventionally:

- (1) documents under seal in compliance with ECF Procedure 6;
- (2) documents filed by *pro se* debtors;
- (3) court hearing transcripts, if ordered by the assigned judge;
- (4) all proofs of claim filed by entities who are neither Filers nor Users; and
- (5) other limited documents or filings, if ordered by the assigned judge.

ECF PROCEDURE 2 REGISTRATION, WAIVER OF NOTICE AND SERVICE BY MAIL AND CONSENT TO ELECTRONIC NOTICE AND SERVICE AND WITHDRAWAL FROM ELECTRONIC FILING SYSTEM

(a) **Required Registration Procedure for Attorneys.** The following entities shall register as Filers in the Court’s ECF System: (1) attorneys admitted to practice in the United States Bankruptcy Court for the Southern District of Ohio, including those admitted *pro hac vice*; (2) case trustees and examiners; (3) Assistant United States Trustees; (4) Assistant United States Attorneys; and (5) other entities the court determines appropriate. In order to register as a Filer, an entity must complete a registration form (ECF Form 1– FILER REGISTRATION or ECF

Form 1a – *PRO HAC VICE* FILER REGISTRATION) and an authorization form (CREDIT CARD BLANKET AUTHORIZATION FORM) for credit card billing for all fees. All Filers shall receive ECF training in order to be assigned a Filer login and password, unless the Filer has otherwise qualified in compliance with these Procedures. Members of a Filer's staff are encouraged to participate in ECF training, but will not receive a separate login and password. All Filer original signed registration forms shall be returned to the court at United States Bankruptcy Court, ATTN: ECF Registration, 120 West Third Street, Dayton, Ohio 45402-1819.

(b) Required Registration Procedure for Users. The following entities shall register as ECF Users: (1) entities authorized to appear on behalf of a child support creditor; (2) entities authorized to file Motions to Withdraw Unclaimed Funds; (3) entities authorized to submit Reaffirmation Agreements; and (4) entities authorized to submit Notice of Transferred Claims. Any entity, including entities who file proofs of claim, may register as a User, but all proofs of claim must be filed conventionally until July 1, 2004. In order to register as a User, an entity must complete a registration form (ECF Form 2 – USER REGISTRATION), which may include authorization for credit card billing for all fees. All Users shall receive ECF training in order to be assigned a User login and password, unless the User has otherwise qualified in compliance with these Procedures. Members of a User's staff are encouraged to participate in ECF training, but will not receive a separate login and password. All User original signed registration forms shall be returned to the court at United States Bankruptcy Court, ATTN: ECF Registration, 120 West Third Street, Dayton, Ohio 45402-1819.

(c) Login and Password. After the Registration Form is processed and training is completed, or an entity has otherwise qualified in compliance with these Procedures, all Filers and Users will receive an email message notifying them a login and password has been assigned. The email message ensures that the Filer or User has a properly functioning email address which will be used by the Court's ECF system. The processed Registration Form, unless picked up at the clerk's office, will be mailed to the Filer or User five working days after notification of the login and password.

(d) Password Security. All Filers and Users are required to protect the security of their password. If there is any reason to believe the security of their password may have been compromised, all Filers and Users must immediately notify the Information Technology Department by email addressed to ECFHelpDesk@ohsb.uscourts.gov and by telephone to the clerk at (937) 225-2516. Filers and Users may be subject to civil liability, court sanctions or other consequences for failure to take required action in connection with the security of their password.

(e) Electronic Notice And Service: Request, Waiver, and Consent. Registration as a Filer or User constitutes waiver of the right to personal service or first class mail service, and a written request for, and consent to, electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed documents to which the Filer or User is entitled, except with regard to a summons and complaint under Fed. R. Bankr. P. 7004 or an initial motion under Fed. R. Bankr. P. 9014.

(f) Withdrawal as Filer or User. All Filers must file a motion and all Users must file a written request with the clerk and, in all circumstances, obtain a court order authorizing withdrawal from ECF.

(g) Suspension or Revocation of Use. The court, upon notice and opportunity for hearing, may, for cause, enter an order suspending or revoking participation in ECF by any Filer or User. Further, the clerk, upon information received which indicates potential risk or harm to ECF, may, without prior notice, temporarily suspend participation in ECF by any Filer or User, and shall provide prompt notification of such action to the Filer or User.

ECF PROCEDURE 3 CONSEQUENCES OF ELECTRONIC FILING

(a) Filing and Entry on the Docket. Once received, electronic transmission of a document to ECF consistent with these rules, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed. R. Bankr. P. 5003.

(b) Official Record. When a document has been filed through ECF, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. Except in the case of documents first filed conventionally, a document filed through ECF is deemed filed at the date and time stated on the Notice of Electronic Filing from the court.

(c) Filing Date and Time. Filing a document electronically does not alter the filing deadline for that document. Unless otherwise ordered, filing must be completed before midnight local time where the court is located in order to be considered timely filed that day.

(d) Appropriate Title of ECF Documents. A Filer or User electronically filing a pleading or other document shall be responsible for designating the appropriate title for that pleading or other document by selecting among the categories provided through ECF.

(e) Corrections. In the event that a docket entry must be corrected, the clerk's office will notify the filer of the deficiency.

ECF PROCEDURE 4 COURT ORDERS

(a) Entry of Orders. The clerk shall enter all orders and judgments in ECF, which shall constitute entry on the docket kept by the clerk under Fed. R. Bankr. P. 5003 and 9021. The electronic signature of the court or the entry on the docket of an order governed by LBR 4001–1(d), 4003–1(c), 4004–2(b)(2), or 6008–1(c) shall have the same force and effect as if manually signed and docketed as a Conventional Filing.

(b) Submission of Proposed Orders. If the proceeding upon which an order is to be entered is other than a motion or objection of a kind to which LBR 4001–1(d), 4003–1(c), 4004–2(b)(2), or 6008–1(c) applies, but is routine in nature, a proposed order for the consideration of the court shall be submitted as a separate document through the court’s electronic order upload system through ECF. Orders adjudicating matters of a nonroutine nature may be subsequently submitted to the court after hearing or as otherwise directed by the court.

(c) Determination of Proposed Orders. If the court declines to sign the proposed order as submitted, the court may enter its own order or may direct that counsel submit the proposed order in a word processing format, created by Microsoft Word or Corel WordPerfect, such that the proposed order is capable of being edited by the court and subsequently entered upon the docket.

ECF PROCEDURE 5 FILING FORMAT REQUIREMENTS

(a) Definitions. “**Electronically Generated Text**” is text generated by printing to Portable Document Format (PDF) from the original word processing file, so that the text of the document may be searched and copied. “**Scanned Material**” is an electronic image of text or other material in PDF format produced by a scanning or imaging process.

(b) PDF Requirements. All documents transmitted to ECF shall be Electronically Generated Text in PDF format so that the text of the document may be searched and copied, except as provided in paragraph (c) below.

(c) Attachments, Exhibits and Other Documents. All attachments, exhibits and other documents not available as Electronically Generated Text (i.e., those that must be scanned) shall be transmitted to ECF as Scanned Material in PDF format, subject to the size limitations in paragraph (d) below.

(d) Size Limitations Per Transmission. Each transmission to ECF shall not exceed two (2) megabytes total file size. Files which exceed two (2) megabytes shall be broken into smaller files and transmitted to ECF in multiple transmissions.

ECF PROCEDURE 6 FILING OF DOCUMENTS UNDER SEAL

(a) Definition. Documents filed under seal are those documents which a court has ordered to be sealed.

(b) Filing Requirements. Unless otherwise ordered by the court, a motion to file a document under seal shall be filed electronically. The motion shall not contain confidential or

privileged information. The order authorizing the filing of documents under seal shall be filed electronically unless otherwise prohibited by law. Documents ordered to be filed under seal shall be filed with the clerk both in paper form and on diskette, compact disc (CD), or digital video disc (DVD) in PDF and accompanied by a paper copy of the court order authorizing the paper filing.

(c) Protection of Privacy Interests. In all cases, any person may apply by motion to the assigned judge of a case seeking an order limiting electronic access to or prohibiting the electronic filing of certain specifically identified materials on the grounds that such material is subject to protected privacy interests and that electronic access or electronic filing of those materials is likely to prejudice those privacy interests. If the court determines that access should be limited or that electronic filing would unduly prejudice those privacy interests, then the materials shall be filed as ordered by the court. The court order determining access to or prohibiting the electronic filing shall be filed electronically.

ECF PROCEDURE 7 RETENTION REQUIREMENTS

(a) Retention of Original Signatures. Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents that must contain original signatures or that require verification under Fed. R. Bankr. P. 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746 shall be filed electronically by Filers and Users. The document containing the original signature must be retained by the Filer or User who files such a pleading, document or other paper for four (4) years after the closing of the case or proceeding. This retention does not affect or replace any other retention period required by other applicable laws or rules.

(b) Sanctions; Production of Original Documents. Failure to maintain such documents for the specified period shall subject the Filer or User to sanctions, including, without limitation, disgorgement of fees. On request of the court, the Filer or User must provide original documents for review.

ECF PROCEDURE 8 SIGNATURES

(a) Electronic Filing Constitutes Signature. The transmission by a Filer or User to ECF of any document constitutes any required signature of that Filer or User on such document. The Filer need not manually sign a transmitted document. The transmission is the equivalent of a manually-signed paper signature for all purposes, including, without limitation, the Federal Rules of Bankruptcy Procedure, including Rule 9011, the Bankruptcy Code, and the Local Rules of this court.

(b) Electronic Filing Constitutes Certification. The transmission by a Filer or User of any document constitutes certification of the Filer or User that all persons other than the Filer or

User indicated to have signed the document have actually executed an original prior to electronic filing with the court.

(c) Use of Password. No Filer or User may knowingly permit or cause to permit a Filer's or User's password to be used by anyone other than an authorized agent of the Filer or User.

(d) Form of Electronic Signatures.

(1) Required Information for Filers and Users. All documents transmitted to ECF shall include a signature block setting forth the Filer's or User's name, complete address, telephone number, fax number, email address, and the Filer's state bar registration number and firm affiliation, if applicable, preceded by a signature line on which is typed "/s/ Name" where the Filer's or User's signature would otherwise appear in a manually-signed document.

(2) Required Information for Other Entities. All documents transmitted to ECF requiring or containing signatures of entities who are not Filers or Users shall either (a) show an image of such signature as it appears in the original manually-signed document, or (b) bear the name of the signatory preceded by "/s/ Name" typed in the space where the signature would otherwise appear in a manually-signed document, accompanied by the signature block information recited in (d)(1) above.

(3) Multiple Attorney/Party Signatures. All documents requiring or containing signatures of more than one entity or counsel shall contain the signature information recited in paragraphs (d)(1) and/or (d)(2) above. The party transmitting the document shall evidence all required consents.

ECF PROCEDURE 9 SERVICE ON FILERS, USERS AND OTHERS

(a) Service Upon Filers and Users. Pursuant to the Filer's and User's consents in ECF Form No. 1, ECF Form No. 1a, and ECF Form No. 2:

(1) the court's transmission to a Filer or User of the "Notice of Electronic Filing" for a pleading or other document constitutes service and notice of the filed document upon that Filer or User, except that paper copies of a summons and complaint under Fed. R. Bankr. P. 7004 or the initial motion under Fed. R. Bankr. P. 9014 must be served in accord with those Rules to effectuate service;

(2) service of a document filed through ECF is complete upon ECF's transmission of the "Notice of Electronic Filing"; and

(3) when there is a right or requirement to do some act or undertake some proceedings within a prescribed period after service, the additional three days created by Fed. R. Bankr. P. 9006(f) shall apply.

(b) Service Upon Others. Parties who have not registered as Filers or Users shall be served according to the Federal Rules of Bankruptcy Procedure and any applicable local rules.

ECF PROCEDURE 10 NOTICE OF COURT ORDERS AND JUDGMENTS

(a) Notice to Filers or Users. Immediately upon the entry of an order or judgment in a case, including an adversary case, the clerk shall electronically transmit to all Filers and Users who represent contesting parties in the case and to such other Filers and Users as the court shall direct, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Bankr. P. 9022 and service shall be deemed complete upon transmission.

(b) Notice to Others. Immediately upon the entry of an order or judgment in a case, including an adversary case, the clerk shall give notice to contesting parties in the case who are neither Filers nor Users, and to such other entities as the court shall direct, in accordance with the Federal Rules of Bankruptcy Procedure.

ECF PROCEDURE 11 TECHNICAL FAILURE

A Filer or User whose ECF filing is made untimely as a result of technical failure may through motion seek appropriate redress from the court.

ECF PROCEDURE 12 PUBLIC ACCESS

(a) Public Access at the Court. The public may view all documents in the ECF System at no charge at the clerk's offices in Cincinnati, Columbus, and Dayton during regular business hours.

(b) Internet Access. Internet access to the ECF System is limited to Public Access to Court Electronic Records ("PACER") System subscribers. In accordance with the Bankruptcy Court Fee Schedule established pursuant to 28 U.S.C. § 1930, user fees are charged for accessing certain detailed case information. Information regarding subscribing to PACER is available on the court's web site at www.ohsb.uscourts.gov and at the clerk's offices in Cincinnati, Columbus, and Dayton.

(c) Copies And Certified Copies. Copies and certified copies of electronically filed documents may be purchased at the office of the clerk. The fee for copying and certification will be in accordance with 28 U.S.C. § 1930.

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

ECF FORM NO. 1**FILER REGISTRATION**

**FILER REGISTRATION, APPLICATION FOR PASSWORD, WAIVER OF NOTICE
AND SERVICE BY MAIL AND CONSENT TO ELECTRONIC NOTICE
FOR ELECTRONIC CASE FILING SYSTEM**

NAME: _____

ADDRESS: _____

BAR ID: _____ STATE OF _____

NON-ATTORNEY BASIS FOR FILER: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS FOR
ELECTRONIC CASE FILING SYSTEM: _____

I declare, under penalty of perjury, the following is true:

1. I am admitted to practice in the United States Bankruptcy Court for the Southern District of Ohio and that the information set forth above is true and correct.
2. I agree that use of the password to be obtained pursuant to this Registration (my password) to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any petitions, schedules, statements, matrices, declarations, verifications, motions, briefs, pleadings or other papers or documents filed by use of my password, for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and any applicable non-bankruptcy law.
3. I agree that it is my responsibility to maintain in my records all documents bearing original signatures filed using my password for a period of four (4) years after the case or proceeding in which the documents have been filed has been closed.
4. I agree that it is my responsibility to protect and secure the confidentiality of my password, and that if I allow my password to be used by anyone other than myself that I do so at my own risk. If I believe that my password has been compromised, it is my responsibility to immediately notify the court in accordance with ECF Procedure 2.

5. I agree that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or email address.
6. I agree that by registering as a Filer, I waive the right to personal service or first class mail service, and I request and consent to electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed documents to which I am entitled, except with regard to a summons and complaint under Fed. R. Bankr. P. 7004 or an initial motion under Fed. R. Bankr. P. 9014.
7. I agree to adhere to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to learn and use any and all updates to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing, and acknowledge that I have undergone training by the office of the Clerk of the Bankruptcy Court or otherwise qualified as a Filer prior to issuance of my password.

ATTORNEY SIGNATURE

DATE

For Court Use Only:

Approved By: _____

Password: _____ Date: _____

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

ECF FORM NO. 1a***PRO HAC VICE* FILER REGISTRATION**

***PRO HAC VICE* FILER REGISTRATION, APPLICATION FOR PASSWORD,
WAIVER OF NOTICE AND SERVICE BY MAIL AND CONSENT TO
ELECTRONIC NOTICE FOR ELECTRONIC CASE FILING SYSTEM**

NAME: _____

ADDRESS: _____

BAR ID: _____ STATE OF _____

NON-ATTORNEY BASIS FOR FILER: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS FOR
ELECTRONIC CASE FILING SYSTEM: _____

I declare, under penalty of perjury, the following is true:

1. I have been granted or have an application pending for admission *pro hac vice* to practice in the United States Bankruptcy Court for the Southern District of Ohio and that the information set forth above is true and correct.
2. I agree that use of the password to be obtained pursuant to this Registration (my password) to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any petitions, schedules, statements, matrices, declarations, verifications, motions, briefs, pleadings or other papers or documents filed by use of my password, for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and any applicable non-bankruptcy law.
3. I agree that it is my responsibility to maintain in my records all documents bearing original signatures filed using my password for a period of four (4) years after the case or proceeding in which the documents have been filed has been closed.
4. I agree that it is my responsibility to protect and secure the confidentiality of my password, and that if I allow my password to be used by anyone other than myself that I do so at my own risk. If I believe that my password has been compromised, it is my responsibility to immediately notify the court in accordance with ECF Procedure 2.

5. I agree that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or email address.
6. I agree that by registering as a Filer, I waive the right to personal service or first class mail service, and I request and consent to electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed documents to which I am entitled, except with regard to a summons and complaint under Fed. R. Bankr. P. 7004 or an initial motion under Fed. R. Bankr. P. 9014.
7. I agree to adhere to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to learn and use any and all updates to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing, and acknowledge that I have undergone training by the office of the Clerk of the Bankruptcy Court or otherwise qualified as a Filer prior to issuance of my password.
8. I agree to be bound by the provisions of this registration form, although I must obtain an order approving *pro hac vice* status in each case or proceeding in which I appear.

ATTORNEY SIGNATURE

DATE

For Court Use Only:

Approved By: _____

Password: _____ Date: _____

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

ECF FORM NO. 2**USER REGISTRATION**

**USER REGISTRATION AND APPLICATION FOR LIMITED PASSWORD
FOR ELECTRIC CASE FILING SYSTEM**

NAME: _____

ADDRESS: _____

BAR ID: _____ STATE OF _____

BASIS FOR USER: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS FOR
ELECTRONIC CASE FILING SYSTEM: _____

I declare, under penalty of perjury, the flowing is true:

1. **Claims or Other Limited Use Application:** I am authorized to prepare and file Proofs of Claim on behalf of _____, and/or am authorized to prepare and file Application(s) to Withdraw Unclaimed Funds on behalf of _____, and/or am authorized to prepare and file Notice(s) of Appearances on behalf of _____, and/or am authorized to prepare and file Proof(s) of Claim and to appear on behalf of _____, a child support creditor, and/or am authorized to execute and submit Reaffirmation Agreements on behalf of _____.
2. I agree that use of my password to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any declarations, verification, proofs of claim, applications to withdraw unclaimed funds, notices and appearances, assignments of claims, reaffirmation agreements, or proofs of claim or other papers involving a child support creditor, or other papers or documents filed by use of the password obtained pursuant to this Registration (my password), for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and any applicable non-bankruptcy law.
3. I agree that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file documents using my

password, for a period of four (4) years after the case or proceeding in which the papers are filed has been closed.

4. I agree that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to immediately notify the court in accordance with ECF Procedure 2.
5. I agree that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or email address.
6. I agree that by registering as a User, I waive the right to personal service or first class mail service, and I request and consent to electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed documents to which I am entitled, except with regard to a summons and complaint under Fed. R. Bankr. P. 7004 or an initial motion under Fed. R. Bankr. P. 9014.
7. I agree to adhere to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to learn and use any and all updates to the United States Bankruptcy Court for the Southern District of Ohio Administrative Procedures for Electronic Case Filing, and acknowledge I have undergone training by the office of the Clerk of the Bankruptcy Court or otherwise qualified as a User prior to issuance of my password.

APPLICANT SIGNATURE

DATE

For Court Use Only:

Approved By: _____

Password: _____ Date: _____

United States Bankruptcy Court, Southern District of Ohio**CREDIT CARD BLANKET AUTHORIZATION FORM**

This is a (check one) ___new___ replacement authorization.

Registered Attorney Bar ID Number: _____

Registered Attorney Name: _____

Law Firm Name: _____

Business Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Cardholder Name as it appears on the Card: _____

Cardholder Address if different than Attorney Address: _____

CREDIT CARD INFORMATION

MasterCard	Visa	American Express	Discover	Diners Club	Credit Card Number	Expiration (mm/yyyy)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

I am empowered to sign this form and hereby authorize the U.S. Bankruptcy Court for the Southern District of Ohio to charge the credit card(s) listed above for payment of filing fees for electronic filings by the attorney named above. I understand that if any charges against this/these credit card account(s) are denied, the court will notify the registered attorney to arrange for immediate payment of the fee.

Cardholder Signature: _____ Date: _____

This authorization will be secured in the Bankruptcy Clerk's office and will remain in effect until the expiration date of the card or specifically revoked in writing. It is the responsibility of the Filer or User to submit a replacement form to notify the court of any changes of attorney information, cardholder information, and/or card expiration dates. The Filer or User is also responsible for notifying the court in writing if a credit card has been revoked, canceled or stolen, and is also responsible to maintain at all times a current, unexpired credit card with sufficient credit to cover all fees incurred by the Filer or User.

When completed, attach a legible copy of the FRONT of the listed credit card(s) and mail with your ECF Registration Form to:

United States Bankruptcy Court
ATTN: ECF Registration
120 West Third Street
Dayton, OH 45402-1819

For Court Use Only:

Received: _____ Verified By: _____ Date Processed: _____